

# Vacancy Information - Future Jobs Fund

18 to 24 -   
Hotspot -

If Hotspot please give postcode for areas:

jobcentreplus

## Bidder Information **NOT THE EMPLOYER**

Contact Name: Kelly Brotherhood  
Position: Project Development Manager  
Address: The Wildlife Trusts  
The Kiln  
Waterside  
Mather Road  
Newark  
Nottinghamshire  
Post Code: NG24 1WT  
Telephone: 01636 670074  
Fax:  
Provider Reference/number: FJF-2009-07-175-N-EXT  
No. of Employees:  
Disability Symbol user? Yes/No  
Provider Record no:  
Type of Business: Charity

## Employer Details

Name of Employer (if different from Bidder): Warwickshire Wildlife Trust  
Contact Name: Jen Jones  
Position: Education and Training Manager  
Address: Brandon Marsh Nature Centre  
Brandon Lane  
Coventry  
Post Code: CV3 3GW  
Telephone: 02476 302912  
Fax: 02476 639556  
Provider Reference/number:

## Vacancy Details

Job Title: Planning and Biodiversity Assistant  
Number Required: 1  
Start Date: Interview date Monday 16<sup>th</sup> August 2010  
**Start Date Monday 23 August 2010**  
Days/Hours to be worked: 25 Wage: £3.57 per hour aged 16-17, £4.83 per hour aged 18-21, £5.80 aged 22 years and above. Increase 01/10/10  
Referral Arrangements (if other please state below): Jobcentre Application to Employer Duration: 6 Months

Application forms to be sent via JCP to Jen Jones

Placement/Job Description: Biodiversity and Planning assistant involves two strands:  
1. Dealing with the many and varied planning issues across Warwickshire. The Trust comments on planning applications from demolished cow-sheds to major new housing estates, from golf course developments to wind farms and we need your help

to ensure that wildlife is not harmed by new development. This includes opportunities to learn GIS mapping i.e. using MapInfo systems and carrying out and recording phase 1 habitat surveying.

2. Supporting Local Biodiversity Action Plan (BAP) work in updating plans and reports, contacting members of the partnership, attending meetings to plan projects, assisting to cost project work.

**The Job:**

Checking weekly planning lists for the local authorities in Warwickshire

- Writing letters of response to planning applications
- Gathering information and researching major projects such as major urban extensions
- Monitoring the outcomes of planning applications
- Updating BAP plans and reports
- Calculating costs of LBAP projects
- Putting LBAP communications plan into action
- Phase 1 habitat surveying i.e. botanical surveys
- GIS mapping work on computers

**Knowledge and skills**

- Good computer skills, including Word and internet use and ability to learn use of GIS and Map info systems
- An interest in wildlife and conservation
- Ability to learn habitat surveying
- Ability to learn /existing plant identification skills
- Good team-working skills
- Willing to develop communication skills

**Training**

Full induction training and any on the job training required to fulfil this role will be given and an opportunity to undertake John Muir Award with support from trained staff

There will be a mini project to complete

Additional information/Person Specification:

Willingness to work outdoors is a requirement of this post

No of references required: 2

For Jobcentre Plus use Only		
	Name	Date
LMS Updated (under 24)		
LMS Updated (over 24)		